



Appendix 2

In the Appendix:

Validation of Client Entry Data
Disallowed Address Entries
Disallowed First Name Entries
Disallowed Last Name Entries

Validation of Client Entry Data

VIIS validates the information you enter on the client screen when you attempt to save the entries. If you have entered data that VIIS considers invalid, a message will appear asking you to re-enter data in the field(s). Validation varies depending on the field. Refer to the chart below for information on validation of data in various fields.

Field Name	Web Page/Section	Characters Allowed
First Name	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only alpha characters, dashes, and apostrophes. Do not save an entry that matches a disallowed name.
Middle Name	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only alpha characters, dashes, apostrophes, and periods.
Last Name	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only alpha characters, dashes, apostrophes, and periods. Do not save an entry that matches a disallowed name.
Social Security Number	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only numeric characters and do not allow repeating or sequential strings.
Mother's First Name	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only alpha characters, dashes, and apostrophes.
Mother's Maiden Last Name	Enter New Client/Personal Information, Manage Client/Personal Information	Allow only alpha characters, dashes, and apostrophes.
Responsible Party First Name	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only alpha characters, dashes, and apostrophes.
Responsible Party Middle Name	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only alpha characters, dashes, apostrophes, and periods.
Responsible Party Last Name	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only alpha characters, dashes, and apostrophes.
Street Address	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow alpha or numeric characters, backslashes, number symbols, dashes, periods, and apostrophes. Do not save quotes. Do not save an entry that matches a disallowed address.
Other Address	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow alpha or numeric characters, backslashes, number symbols, dashes, periods, and apostrophes. Do not save quotes. Do not save an entry that matches a disallowed address.
PO Box	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow alpha or numeric characters, backslashes, number symbols, dashes, and periods. Do not save an entry that matches a disallowed address. Do not save quotes.
E-mail Address	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Must contain "@" symbol and period. Do not save quotes.
Phone Number	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only numeric characters and dashes. Do not save quotes.
City	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only alpha characters, dashes, and apostrophes. Do not save quotes.
Zip	Enter New Client/Responsible Person(s), Manage Client/Responsible Person(s)	Allow only numeric characters. Do not save quotes.

Disallowed Address Entries

Disallowed Address Entries	
DO NOT USE	NO CURRENT
UNKNOWN	MOVED
GENERAL DELIVERY	UPDATE
DECEASED	MAIL RETURNED
ADDRESS	COMMENT

Disallowed First Name Entries

The following chart lists first name entries that will not be validated in VIIS.

Disallowed First Names		
AF BABY	INFANT BO	NFN
BABY	INFANT BOY	NTXHW
BABYB	INFANT FE	PVN
BABY BOY	INFANT FEM	SIGNATURE
BABYG	INFANT G	SLKDFSLKD
BABY GIRL	INFANT GI	SRM
BABYB	INFANT GIR	THWJ
BABYBOY	INFANT GIRL	TOMORROW'S CHILDREN
BABYGIRL	INFANT GRL	TSWJ
BOY	INFANT M	TSWM
BOYI	INFANT MA	TSWV
BOY II	INFANT MAL	TXWM
CSS	INFANTBOY	UNK
FEMALE	INFANTGIR	UNKN
FIRE DEPT	INFANTGIRL	UNKNOWN
GIRL	INFANTMAL	UNKNOEN
GIRLI	INFANTMALE	UNKOWN
GIRL II	LCFS	UNNAMED
HBS	LSS	UNREADABLE
HRH	LSS BABY	WLCFS
ILLEGIBLE SIGNATURE	LWG	XWM
INFANT	MALE	XXX

Disallowed Last Name Entries

The following chart lists last name entries that will not be validated in VIIS.

Disallowed Last Names		
A BABY	DCS	PBABY
A F BABY	DPS	PCS
AF	DSS	RBABY
AF BABY	EBABY	SBA
AF BABY BO	F BABY	SBABY
AF BABY GI	FF	SCI
AFBABY	FIRE DEPT	SB
BCS	FWV	SC
BSC	GBABY	SIGNATURE
BABY	GARCIA INF	SMRT
BABY BOY	GIRL	SRB
BABYGIRL	GSST	SRFC
BCS	H BABY BOY	SRP
BCSW	INFANT	SS
BOY	LSS	TAO
BRT	LCFD	UN
BSC	LCFS	UNK
C A C	LCSF	UNKN
CS	LNAME	UNKNOWN
CSS	LS	UNKNOEN
CAC	LSDKFSLDK	UNKOWN
CBS	LSS	UNNAMED
CCS	LSSFC	UNREADABLE
CFCFS	LTJR	VBABY
CS	MBABY	VLK
CSS	M BABY BOY	WLCFS
CSS BABY	MALE	ZBABY
CSSW	NLN	
DSS	OBABY	